



**Office of the Product
Director (PD)
Distributed Learning
System (DLS)**



**TRADOC
Capabilities
Manager (TCM DL)
TADLP**



**Deliver Training
Anywhere /
Anytime**

Welcome to the
Army Learning Management System (ALMS) 4

Training Coordinator Role Functions



Training Coordinator Role Functions



**This presentation will familiarize the
Training Coordinator (TC) with the
Training Coordinator Role permissions
and functions
available within the
Army Learning Management System
(ALMS)**

Disclaimer: There are multiple ways to obtain ALMS Training Coordinator data. Presented in this training package is one method.



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How to access Slides Hyperlinks:

Mouseover "Slide" Hyperlink, right click and click Open Hyperlink.



Training Topics



- ⊕ **Review the ALMS Tutorial available on your ALMS Homepage, in the Resources portlet, prior to completing this training.**
- ⊕ **After reviewing this presentation, the Training Coordinator will be able to access/view:**
 - Search for People
 - Learner's ALMS Profile
 - Learner's assigned, In-Progress Learning (IPL)
 - View Learner's completed training using the Detailed Training Record (DTR)
 - Learner's Courses or Certifications
 - ALMS Training Coordinator Reports



Access Search for People



How to find a Learner by Accessing the Search for People Screen

Click the "Admin" icon, to access the "Search for People" screen

ALMS | [Browse](#) | Enter keyword, ID or Description | [TOM LEARNER](#) | [Proxy Settings](#) | [Preferences](#) | [Calendar](#) | [Log Out](#)

[Home](#)
[Search](#)
[Compliance](#)
[In-Progress Learning](#)
[Assigned Learning](#)
[Completed Learning](#)
[Social Media](#)
[Courses or Certifications](#)
[Tasks and Gap Analysis](#)
[Reports](#)
[Help](#)

Assigned Learning

Name	Status	Action
AMSC Foundation Course (FC) - Group Trials - 26 May 2015	Assigned	
JROTC 01 - Basic Course	Assigned	
ALMS 4 Completed Training_Test Course	Assigned	

[View All](#)

Completed Learning

[Transcript](#)
[Detailed Training Record](#)

In-Progress Learning Activities

Sorry, unable to display portlet.

Compliance

Name	Status	Target Date	Action
------	--------	-------------	--------

Social Media

[Communities](#)

Search for People

Advanced Search

Name(s)*

Step 1. Enter the name of the Learner, **full name**, or **last, first** name

Search Results




Access Learner's ALMS Profile (Simple Search)



Search for People

Advanced Search

Name(s)* 

"Search Results"

Step 2. Click "Search"

Search Results

[Print](#) | [Export](#) | [Modify Table](#)

Last Name	First Name	Username	Person Type	Person ID	Organization	Location	Job	View
Learner	Ann	ANN.LEARNER		02429567	Other			Actions



Access Learner's ALMS Profile (Simple Search)



Search for People

Advanced Search

Name(s)*

Step 4. Click "Profile Information"

Search Results

[Print](#) | [Export](#) | [Modify Tal](#)

Last Name	First Name	Username	Person Type	Person ID	Organization	Location	Job	View
Learner	Ann	ANN.LEARNER		02429567	Other			Actions

Actions

- [Profile Information](#)
- [Profile Snapshot](#)
- [Full Profile](#)

Step 3. Click "Actions"



Access Search for People (Advanced Search)



The screenshot shows the ALMS web application interface. At the top left is the ALMS logo. To its right is a navigation menu with icons for a person, a wrench, and a mail icon. A search bar contains the text 'Enter keyword, ID or Description' and a magnifying glass icon. The user's name 'TOM LEARNER' is displayed in the top right. Below the navigation is a sidebar with a list of menu items: People, Internal, Learning, Assessment, Reports, and Help. The main content area is titled 'Search for People' and contains a sub-section for 'Advanced Search'. This section has a text input field labeled 'Name(s)*' and a 'Search' button. Two yellow callout boxes provide instructions: one points to the wrench icon in the navigation menu, and the other points to the 'Advanced Search' link.

Click the "Admin" icon to access the training coordinator functions

Click the "Advanced Search" link to access the Advanced Search Data Input Fields



Access Learner's ALMS Profile (Advanced Search)



Search for People

Caution: Searches without sufficiently narrow search parameters may return too many records to display and cause an error.

Include All Suborganizations <input type="checkbox"/>	First Name <input type="text"/>
Supervisor <input type="text"/>	Last Name <input type="text"/>
Email <input type="text"/>	Audience type <input type="text"/>
Organization <input type="text"/>	Username <input type="text" value="ann.learner"/>
Custom 2 <input type="text"/>	Terminated After <input type="text"/>
Terminated Before <input type="text"/>	

[Simple Search](#) | [Configure](#) | [Save Search Query](#)

Enter the Learner's First and Last name

OR

Enter the learner's AKO Username

Click "Search"

Search Results



Access Learner's ALMS Profile (Advanced Search)



Search for People

Caution: Searches without sufficiently narrow search parameters may return too many records to display and cause an error.

Audience type

Organization

Include All Suborganizations

Manager

First Name

Username

Last Name

Email

Custom 2

Terminated Before

Terminated After

[Simple Search](#) | [Configure](#) | [Save Search Query](#)

Click the "Profile Information" link

Search Results

[Print](#) | [Export](#) | [Table](#)

Last Name	First Name	Username	Middle Name	Email	Person ID	Organization	Location	Job	Terminated on	Created by	Created on	View
Learner	Ann	Ann.Learner		AKO email	01873545	Other				AKO_USR	10/25/2012	Profile Information Profile Snapshot Full Profile

Search Results are Displayed



Access/View Learners' Profile



Access Learner's ALMS Profile

Click the "Admin" icon, to access the "Search for People" screen

ALMS | TOM LEARNER | Proxy Settings | Preferences | Calendar | Log Out

Home

- Search
- Compliance
- In-Progress Learning
- Assigned Learning
- Completed Learning
- Social Media
- Courses or Certifications
- Tasks and Gap Analysis
- Reports
- Help

Assigned Learning

Name	Status	Action
AMSC Foundation Course (FC) - Group Trials - 26 May 2015	Assigned	
JROTC 01 - Basic Course	Assigned	
ALMS 4 Completed Training_Test Course	Assigned	

[View All](#)

Completed Learning

- Transcript
- Detailed Training Record

In-Progress Learning Activities

Sorry, unable to display portlet.

Compliance

Name	Status	Target Date	Action
------	--------	-------------	--------

Social Media

- Communities

Search for People

Advanced Search

Name(s)*

Step 1. Enter the name of the Learner, **full name**, or **last, first** name

Search Results




Access Learner's ALMS Profile (Simple Search)



Search for People

Advanced Search

Name(s)* 

"Search Results"

Step 2. Click "Search"

Search Results

[Print](#) | [Export](#) | [Modify Table](#)

Last Name	First Name	Username	Person Type	Person ID	Organization	Location	Job	View
Learner	Ann	ANN.LEARNER		02429567	Other			Actions



Access Learner's ALMS Profile (Simple Search)



Search for People

Advanced Search

Name(s)*

[?](#)

Step 4. Click "Profile Information"

Search Results

[Print](#) | [Export](#) | [Modify Tal](#)

Last Name	First Name	Username	Person Type	Person ID	Organization	Location	Job	View
Learner	Ann	ANN.LEARNER		02429567	Other			Actions

Actions

- [Profile Information](#)
- [Profile Snapshot](#)
- [Full Profile](#)

Step 3. Click "Actions"



Access Search for People (Advanced Search)



The screenshot shows the ALMS web application interface. At the top left is the ALMS logo. To its right is a navigation menu with icons for a person, a wrench, and a mail icon. Further right is a search bar with a dropdown menu set to 'Browse' and the placeholder text 'Enter keyword, ID or Description'. On the far right of the top bar is the user profile for 'TOM LEARNER' and links for 'Proxy Settings', 'Preferences', 'Calendar', and 'Log Out'. The main content area is titled 'Search for People'. On the left side of this area is a vertical navigation menu with links for 'People', 'Internal', 'Learning', 'Assessment', 'Reports', and 'Help'. The 'Internal' link is highlighted. In the center of the 'Search for People' area, there is a sub-section titled 'Advanced Search'. This section contains a text input field labeled 'Name(s)*' and a 'Search' button. Two yellow callout boxes are overlaid on the image. The first callout box points to the wrench icon in the top navigation bar and contains the text: 'Click the "Admin" icon to access the training coordinator functions'. The second callout box points to the 'Advanced Search' link in the search section and contains the text: 'Click the "Advanced Search" link to access the Advanced Search Data Input Fields'.



Access Learner's ALMS Profile (Advanced Search)



Search for People

Caution: Searches without sufficiently narrow search parameters may return too many records to display and cause an error.

Include All Suborganizations <input type="checkbox"/>	First Name <input type="text"/>
Supervisor <input type="text"/>	Last Name <input type="text"/>
Email <input type="text"/>	Audience type <input type="text"/>
Organization <input type="text"/>	Username <input type="text" value="ann.learner"/>
Custom 2 <input type="text"/>	Terminated After <input type="text"/>
Terminated Before <input type="text"/>	

[Simple Search](#) | [Configure](#) | [Save Search Query](#)

Enter the Learner's First and Last name

OR

Enter the learner's AKO Username

Click "Search"

Search Results



Access Learner's ALMS Profile (Advanced Search)



Search for People

Caution: Searches without sufficiently narrow search parameters may return too many records to display and cause an error.

Audience type
 Include All Suborganizations
 Manager
 Username
 Email
 Terminated Before
 Organization
 First Name
 Last Name
 Custom 2
 Terminated After
[Simple Search](#) | [Configure](#) | [Save Search Query](#)

Click the "Profile Information" link

Search Results

[Print](#) | [Export](#) | [Table](#)

Last Name	First Name	Username	Middle Name	Email	Person ID	Organization	Location	Job	Terminated on	Created by	Created on	View
Learner	Ann	Ann.Learner		AKO email	01873545	Other				AKO_USR	10/25/2012	Profile Information Profile Snapshot Full Profile

Search Results are Displayed



Profile Of Ann Learner

More Actions ▾

* = required

- Main
- Contact Information
- Address
- Preferences
- Privileges

Rank		Username	Ann.Learner
First Name		Last Name	Learner
Alias			
Middle Name		Suffix	
Domain	DoD	Status	Contractor
Home Domain	DoD	Gender	2- Female
Organization	Other	Person No	02429567
Job		ATRRS Personal ID	*****
Supervisor		Business Card Title	
Additional Approver for Orders		Type	
Location		Date of Birth	
Start Date	05/23/2015	Religion	
Ethnicity		Discount	%
Terminated On		Job Level	-Select One- ▾
Supervisor Access	<input type="checkbox"/>		
TimeZone	(GMT-05:00) Eastern Time (US & Canada)		

- Profile Quicklinks**
- Courses or Certifications
 - Curricula
 - Tasks
 - In-Progress Learning
 - Detailed Training Record
 - Continuing Education Status
 - Profile Snapshot
 - Plans

Profile Quicklinks

Deeplink URLs

- Person's Profile Deeplink <http://localhost/Saba/Web/Cloud/goto/IndividualProfileDeepLinkURL>
- Team Member's Profile Deeplink <http://localhost/Saba/Web/Cloud/goto/ManagerFullProfileDeepLinkURL?detailId=emplo000000002665332&callerPage=/common/party/person/fullProfile.rdf>
- Team Member's Profile Snapshot Deeplink <http://localhost/Saba/Web/Cloud/goto/ManagerProfileDeepLinkURL?detailId=emplo000000002665332&callerPage=/common/party/person/jobProfile.rdf>



Access Learner's In-Progress Learning



Access Learner's assigned In-Progress Learning



Access Learner's In-Progress Learning



The screenshot shows the ALMS web interface. At the top left is the ALMS logo. To its right is a navigation bar containing a user profile icon, a 'Browse' dropdown menu, a search bar with the placeholder text 'Enter keyword, ID or Description', and a mail icon. Further right, the user's name 'TOM LEARNER' is displayed, along with links for 'Proxy Settings', 'Preferences', 'Calendar', and 'Log Out'. A 'Configure This Page' link is located in the top right corner. On the left side, there is a vertical navigation menu with the following items: Home, Search, Compliance, In-Progress Learning, Assigned Learning, Completed Learning, Social Media, Courses or Certifications, Tasks and Gap Analysis, Reports, and Help. The main content area is divided into several sections. At the top right of this area is a photograph of a classroom. Below the photo are two tables: 'Assigned Learning' and 'Completed Learning'. The 'Assigned Learning' table has columns for Name, Status, and Action. The 'Completed Learning' section contains links for 'Transcript' and 'Detailed Training Record'. Below these are sections for 'In-Progress Learning Activities' (with a message 'Sorry, unable to display portlet.') and 'Social Media' (with a link for 'Communities'). A yellow callout box with a pointer to the Admin icon in the navigation bar contains the text: 'Click the "Admin" icon, to access the "Search for People" screen'.

Click the "Admin" icon, to access the "Search for People" screen

Name	Status	Action
AMSC Foundation Course (FC) - Group Trials - 26 May 2015	Assigned	
JROTC 01 - Basic Course	Assigned	
ALMS 4 Completed Training_Test Course	Assigned	

Name	Status	Target Date	Action
------	--------	-------------	--------

Search for People

Advanced Search

Name(s)*

Step 1. Enter the name of the Learner, **full name**, or **last, first** name

Search Results




Access Learner's ALMS Profile (Simple Search)



Search for People

Advanced Search

Name(s)* 

"Search Results"

Step 2. Click "Search"

Search Results

[Print](#) | [Export](#) | [Modify Table](#)

Last Name	First Name	Username	Person Type	Person ID	Organization	Location	Job	View
Learner	Ann	ANN.LEARNER		02429567	Other			Actions



Access Learner's ALMS Profile (Simple Search)



Search for People

Advanced Search

Name(s)*

Step 4. Click "Profile Information"

Search Results

[Print](#) | [Export](#) | [Modify Tal](#)

Last Name	First Name	Username	Person Type	Person ID	Organization	Location	Job	View
Learner	Ann	ANN.LEARNER		02429567	Other			Actions

Actions

- [Profile Information](#)
- [Profile Snapshot](#)
- [Full Profile](#)

Step 3. Click "Actions"



Access Search for People (Advanced Search)



The screenshot shows the ALMS web interface. At the top left is the ALMS logo. To its right is a navigation menu with icons for a person, a wrench, and a mail icon. Further right is a search bar with a 'Browse' dropdown and the text 'Enter keyword, ID or Description'. On the far right of the top bar is the user name 'TOM LEARNER' and links for 'Proxy Settings', 'Preferences', 'Calendar', and 'Log Out'. The main content area is titled 'Search for People'. On the left side of this area is a vertical menu with links for 'People', 'Internal', 'Learning', 'Assessment', 'Reports', and 'Help'. The 'Internal' link is highlighted. In the center of the main area, there is a search form with a text input field labeled 'Name(s)*' and a button labeled 'Advanced Search'. Below the input field is a 'Search' button. Two yellow callout boxes are overlaid on the image. The first callout points to the wrench icon in the top navigation bar and contains the text: 'Click the "Admin" icon to access the training coordinator functions'. The second callout points to the 'Advanced Search' link in the search form and contains the text: 'Click the "Advanced Search" link to access the Advanced Search Data Input Fields'.



Access Learner's ALMS Profile (Advanced Search)



Search for People

Caution: Searches without sufficiently narrow search parameters may return too many records to display and cause an error.

Include All Suborganizations <input type="checkbox"/>	First Name <input type="text"/>
Supervisor <input type="text"/>	Last Name <input type="text"/>
Email <input type="text"/>	Audience type <input type="text"/>
Organization <input type="text"/>	Username <input type="text" value="ann.learner"/>
Custom 2 <input type="text"/>	Terminated After <input type="text"/>
Terminated Before <input type="text"/>	

[Simple Search](#) | [Configure](#) | [Save Search Query](#)

Enter the Learner's First and Last name

OR

Enter the learner's AKO Username

Click "Search"

Search Results



Access Learner's ALMS Profile (Advanced Search)



Search for People

Caution: Searches without sufficiently narrow search parameters may return too many records to display and cause an error.

Audience type

Organization

Include All Suborganizations

Manager

First Name

Username

Last Name

Email

Custom 2

Terminated Before

Terminated After

[Simple Search](#) | [Configure](#) | [Save Search Query](#)

Click the "Profile Information" link

Search Results

[Print](#) | [Export](#) | [Table](#)

Last Name	First Name	Username	Middle Name	Email	Person ID	Organization	Location	Job	Terminated on	Created by	Created on	View
Learner	Ann	Ann.Learner		AKO email	01873545	Other				AKO_USR	10/25/2012	Profile Information Profile Snapshot Full Profile

Search Results are Displayed



Access Learner's In-Progress Learning



Profile Of Ann Learner

More Actions ▾

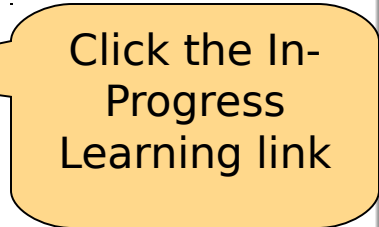
* = required

- Main
- Contact Information
- Address
- Preferences
- Privileges

Rank		Username	ANN.LEARNER
First Name		Last Name	Learner
Alias			
Middle Name		Suffix	
Domain	DoD	Status	Contractor
Home Domain	DoD	Gender	2- Female
Organization	Other	Person No	02429567
Job		ATRRS Personal ID	*****
Supervisor		Business Card Title	
Additional Approver for Orders			
Location		Type	
Start Date	05/23/2015	Date of Birth	
Ethnicity		Religion	
Terminated On		Discount	%
Supervisor Access	<input type="checkbox"/>	Job Level	-Select One- ▾
TimeZone	(GMT-05:00) Eastern Time (US & Canada)		

Profile Quicklinks

- Courses or Certifications
- Curricula
- Tasks
- In-Progress Learning
- Detailed Training Record
- Continuing Education Status
- Profile Snapshot
- Plans



Deeplink URLs

- Person's Profile Deeplink <http://localhost/Saba/Web/Cloud/goto/IndividualProfileDeepLinkURL>
- Team Member's Profile Deeplink <http://localhost/Saba/Web/Cloud/goto/ManagerFullProfileDeepLinkURL?detailId=emplo000000002665332&callerPage=/common/party/person/fullProfile.rdf>
- Team Member's Profile Snapshot Deeplink <http://localhost/Saba/Web/Cloud/goto/ManagerProfileDeepLinkURL?detailId=emplo000000002665332&callerPage=/common/party/person/jobProfile.rdf>



Access Learner's In-Progress Learning



ALMS | Browse | Enter keyword, ID or Description | TOM LEARNER | Proxy Se

People
Learning
In-Progress Learning
Detailed Training Records
Courses or Certifications
Curricula
Continuing Education
Learning Plans
Assessments
Reports
Help

IN-Progress Learning: Ann Learner

View Enrollments by All

In-Progress Learning [Print](#) | [Export](#) | [Modify Table](#)

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Actions	Course Iteration
<input type="checkbox"/>	Adjutant General Captains Career Course (AGCCC) - Lesson 01 - Manage	Web Based Training				Confirmed	Actions	
<input type="checkbox"/>	Lesson 01 - Manage Military Pay (MILPAY) and Allowances	Web Based Training				Confirmed	Actions	
<input type="checkbox"/>	Adjutant General Captains Career Course (AGCCC) - Lesson 01 - Manage Military Pay (MILPAY) and Allowances	Web Based Training				Confirmed	Actions	
<input type="checkbox"/>	Adjutant General Captains Career Course (AGCCC) - Lesson 18 - Manage Officer Promotions	Web Based Training				Confirmed	Actions	
<input type="checkbox"/>	ALMS CSC ALMS 4 Course Managers Training	Web Based Training				Confirmed	Actions	
<input type="checkbox"/>	CCFSPCC - Lesson 02 - Unit Leader	Web Based Training				Confirmed	Actions	

Profile Quicklinks
[Courses or Certifications](#)
[Curricula](#)
[Tasks](#)
[In-Progress Learning](#)
[Detailed Training Record](#)
[Continuing Education Status](#)
[Profile Snapshot](#)
[Plans](#)

1. Hover over the "Actions" link to open the Actions Bubble

2. Click the "View Contents" link



Access Learner's In-Progress Learning



ALMS | TOM LEARNER | [Proxy Settings](#) | [Preferences](#) | [Calendar](#) | [Log Out](#)

[People](#)
[Learning](#)
[In-Progress Learning](#)
[Detailed Training Records](#)
[Courses or Certifications](#)
[Curricula](#)
[Continuing Education](#)
[Learning Plans](#)
[Assessments](#)
[Reports](#)
[Help](#)

Progress Report for Adjutant General Captains Career Course (AGCCC) - Lesson 01 - Manage Military Pay (MILPAY) and Allowances More Actions ▾

You cannot mark this course complete.

Offering Name: [Adjutant General Captains Career Course \(AGCCC\) - Lesson 01 - Manage Military Pay \(MILPAY\) and Allowances](#)

Learner Name: Ann Learner

Completion Status: Not Evaluated

Score: Undisclosed

Learning Assignments [Print](#) | [Export](#) | [Modify Table](#)

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
AGCCC L01 - MILPAY - Pretest [CAC Required]	Pre Class Assessment (Test Out)	Required	Attempts Allowed: 1 Attempts Made: Undisclosed Attempts Left: Undisclosed Mastery Score: 95.00	Not Evaluated		
AGCCC L01 - Manage Military Pay (MILPAY) and Allowances	Training Content	Required	Attempts Allowed: Unlimited	Not Evaluated		
AGCCC L01 - MILPAY - Posttest [CAC Required]	Training Content	Required	Attempts Allowed: 3 Attempts Made: Undisclosed Attempts Left: Undisclosed	Not Evaluated		
AGCCC Posttest Pass Document	Training Content	Required				Cancel

Assigned Learning Topic, "Learning Assignment" content module(s) status

Clicking the "Cancel" link will return you to the previous page.



Access Learner's Detailed Training Record (DTR)



Access Learner's Detailed Training Record (DTR)



Access Learner's Detailed Training Record (DTR)



ALMS | [Browse](#) | | [Proxy Settings](#) | [Preferences](#) | [Calendar](#) | [Log Out](#)

TOM LEARNER

Progress Report for Adjutant General Captains Career Course (AGCCC) - Lesson 01 - Manage Military Pay (MILPAY) and Allowances [More Actions](#) ▼

Offering Name: AGCCC - Lesson 01 - Manage Military Pay (MILPAY) and Allowances

Learner Name: Ann Learner

Completion Status: Not Evaluated

Score: Undisclosed

Learning Assignments [Print](#) | [Export](#) | [Modify Table](#)

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
AGCCC L01 - MILPAY - Pretest [CAC Required]	Pre Class Assessment (Test Out)	Required	Attempts Allowed: 1 Attempts Made: Undisclosed Attempts Left: Undisclosed Mastery Score: 95.00	Not Evaluated		
AGCCC L01 - Manage Military Pay (MILPAY) and Allowances	Training Content	Required	Attempts Allowed: Unlimited	Not Evaluated		
AGCCC L01 - MILPAY - Posttest [CAC Required]	Training Content	Required	Attempts Allowed: 3 Attempts Made: Undisclosed Attempts Left: Undisclosed Mastery Score: 80.00	Not Evaluated		
AGCCC Posttest Pass Document	Training Content	Required	Attempts Allowed: Unlimited	Not Evaluated		

[Cancel](#)

Click the Detailed Training Records link



Access Learner's Detailed Training Record (DTR)



Browse ▾

Enter keyword, ID or Descriptio 🔍

Proxy Settings | Preferences | Calendar | Log

TOM LEARNER

People

Learning

In Progress Learning

Learning Plans

Assessments

Reports

Help

Detailed Training Records

Enter the name of the Learner, **full name**, or **last, first name**

Advanced Search

Enter one or more last names or full names separated by semi-colons (;). First names and partial values do not return results.
Example:
Williams; Bob Smith; Jones, Sharon

Search

Click "Search"

Search Results



Access Learner's Detailed Training Record (DTR)



Browse ▾

Enter keyword, ID or Descriptio 🔍



[Proxy Settings](#) | [Preferences](#) | [Calendar](#) | [Log O](#)

TOM LEARNER

People

Learning

In-Progress Learning

Detailed Training Records

Courses or Certifications

Curricula

Continuing Education

Learning Plans

Assessments

Reports

Help

Detailed Training Records

Name(s)

Advanced Search

Enter one or more last names or full names separated by semi-colons (;). First names and partial values do not return results.
Example:
Williams; Bob Smith; Jones, Sharon

Search

Search Results

[Print](#) | [Export](#) | [Modify Table](#)

Last Name	First Name	Username	Person Type	View Detailed Training Records
Learner	Ann	ANN.LEARNER		View Detailed Training Record

Click "View Detailed Training Record" link next to the Learner's name

Access Learner's Detailed Training Record (DTR)

ALMS U.S. Army Enter keyword, ID or Description TOM LEARNER Privacy Settings Preferences Calendar Log Out

People
Learning
In-Progress Learning
Detailed Training Records
Courses or Certifications
Curricula
Continuing Education
Learning Plans
Assessments
Reports
Help

Detailed Training Record: Ann Learner

View the offerings you have completed. For suggestions of additional offerings you can complete, [see recommendations](#).

The Detailed Training Record page shows COMPLETED training.
You can use the date and title fields to list training completed within that range of dates.
Click the Actions link and then the View Content link to display Results by Module.

Active Inactive

From 04/15/2015 To 07/14/2015
Delivery Type All Title

Detailed Training Records
Showing first 10 out of 22 results

Title	Completion Status	Marked by	Created By	Created On	View
Armor Land Navigation - Topic 00 - Letter of Instructions	Successful On: 06/19/2015 Score: Undisclosed		kirk.w.daniel	06/19/2015	1.0
Registration Date: 06/19/2015					
Armor Land Navigation - Topic 01 - Identify Terrain Features on a Military Map	Successful On: 06/22/2015 Score: Undisclosed		kirk.w.daniel	06/19/2015	1.0
Registration Date: 06/19/2015					
Armor Land Navigation - Topic 02 - Identify Topographic Symbols on a Military Map	Successful On: 06/19/2015 Score: Undisclosed				
Registration Date: 06/19/2015					
Armor Land Navigation - Topic 03 - Measure Distance on a Military Map	Successful On: 06/22/2015 Score: Undisclosed		kirk.w.daniel	06/19/2015	1.0
Registration Date: 06/22/2015					

1. To expand your results, clear the "From" field by clicking on the "Calendar" icon to display the calendar pop up window

2. Click the "Clear" link



Access Learner's Detailed Training Record (DTR)



⌵

TOM LEARNER

[Proxy Settings](#) | [Preferences](#) | [Calendar](#) | [Log Out](#)

- People
- Learning
- In-Progress Learning
- Detailed Training Records
- Courses or Certifications
- Curricula
- Continuing Education
- Learning Plans
- Assessments
- Reports
- Help

Detailed Training Record: | Learner Name

View the offerings you have completed. For suggestions of additional offerings you can complete, [see recommendations](#).

The Detailed Training Record page shows COMPLETED training.
 You can use the date and title fields to list training completed within that range of dates.
 Click the Actions link and then the View Content link to display Results by Module.

Active

Inactive

From

📅

To

📅

Delivery Type

Title

1 2 3 Next ▾

Print | Export | Modify Table

Title	Completion Status	Marked by	Created By	Created On	Version	Course No	Credits	Actions
Armor Land Navigation - Topic 00 - Letter of Instructions	Successful On: 06/19/2015 Score: Undisclosed		kirk.w.daniel	06/19/2015	1.0	00060811		Actions
Registration Date: 06/19/2015								
Armor Land Navigation - Topic 01 - Identify Terrain Features on a Military Map	Successful On: 06/22/2015 Score: Undisclosed		kirk.w.daniel	06/19/2015	1.0	00058528		Actions
Registration Date: 06/19/2015								
Armor Land Navigation - Topic 02 - Identify Topographic Symbols on a Military Map	Successful On: 06/19/2015 Score: Undisclosed		kirk.w.daniel	06/19/2015	1.0	00058547		Actions
Registration Date: 06/19/2015								
Armor Land Navigation - Topic 03 - Measure Distance on a	Successful On: 06/22/2015		kirk.w.daniel	06/19/2015	1.0	00058548		Actions

Profile Quicklinks

- [Courses or Certifications](#)
- [Curricula](#)
- [Tasks](#)
- [In-Progress Learning](#)
- [Detailed Training Record](#)
- [Continuing Education Status](#)
- [Profile Snapshot](#)
- [Plans](#)

Page 37



Access Learner's Detailed Training Record (DTR)



ALMS | Browse | Enter keyword, ID or Description | TOM LEARNER | Proxy Settings | Preferences | Calendar | Log Out

People
Learning
In-Progress Learning
Detailed Training Records
Courses or Certifications
Curricula
Continuing Education
Learning Plans
Assessments
Reports
Help

Detailed Training Record: Ann Learner

View the offerings you have completed. For suggestions of additional offerings you can complete, [see recommendations](#).

The Detailed Training Record page shows COMPLETED training.
You can use the date and title fields to list training completed within that range of dates.
Click the Actions link and then the View Content link to display Results by Module.

Active Inactive

From: 04/15/2015
Delivery Type: All

Profile Quicklinks
Courses or Certifications
Curricula
Tasks
In-Progress Learning
Detailed Training Record
Continuing Education Status
Profile Snapshot
Plans

1 2 3 Next
Print | Export | Modify Table | **Actions**
View Content
Print Certificate

Detailed Training Records
Showing first 10 out of 22 results

Title	Completion Status	Marked by	Created By	Created On	Version	Course	Credits	Actions
Armor Land Navigation - Topic 00 - Letter of Instructions	Successful On: 06/19/2015 Score: Undisclosed			06/19/2015	1.0	00060811		Actions
Registration Date: 06/19/2015								
Armor Land Navigation - Topic 01 - Identify Terrain Features on a Military Map	Successful On: 06/22/2015 Score: Undisclosed			06/19/2015	1.0	00060811		Actions
Registration Date: 06/19/2015								
Armor Land Navigation - Topic 02 - Identify Topographic Symbols on a Military Map	Successful On: 06/19/2015 Score: Undisclosed			06/19/2015	1.0	00058547		Actions
Registration Date: 06/19/2015								
Armor Land Navigation - Topic 03 - Measure Distance on a Military Map	Successful On: 06/22/2015 Score: Undisclosed			06/19/2015	1.0	00058548		Actions
Registration Date: 06/19/2015								

1. Hover over the completed Topic "Actions" link

2. Click the "View Content" link



Access Learner's Detailed Training Record (DTR)



Browse ▾

[Proxy Settings](#) | [Preferences](#) | [Calendar](#) | [Log Out](#)
TOM LEARNER

- People
- Learning
 - In-Progress Learning
 - Detailed Training Records**
 - Courses or Certifications
 - Curricula
 - Continuing Education
 - Learning Plans
- Assessments
- Reports
- Help

Progress Report for Armor Land Navigation - Topic 00 - Letter of Instructions More Actions ▾

You cannot mark this course complete.

Offering Name Armor Land Navigation - Topic 00 - Letter of Instructions
 Learner Name **Ann Learner**
 Completion Status Successful
 Score Undisclosed

Completed Topic Progress Report "Learning Assignments" (content module) information

Learning Assignments Print | Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Armor Land Navigation Course LOI	Training Content	Required	Attempts Allowed: Unlimited	Successful	06/19/2015	

Cancel

Click "Cancel" to return to the Detailed Training Record screen



Access Learner's Detailed Training Record (DTR)



ALMS



Browse ▾

Enter keyword, ID or Description 🔍



TOM LEARNER

[Proxy Settings](#) | [Preferences](#) | [Calendar](#) | [Log Out](#)

- People
- Learning
 - In-Progress Learning
 - Detailed Training Records**
 - Courses or Certifications
 - Curricula
 - Continuing Education
 - Learning Plans
- Assessments
- Reports
- Help

Detailed Training Record: Ann Learner

View the offerings you have completed. For suggestions of additional offerings you can complete, [see recommendations](#).

The Detailed Training Record page shows COMPLETED training.

You can use the date and title fields to list training completed within that range of dates.

Click the Actions link and then the View Content link to display Results by Module.

Active Inactive

From 04/15/2015

Delivery Type All

Step 1. Hover over the completed Topic "Actions" link

Profile Quicklinks

- [Courses or Certifications](#)
- [Curricula](#)
- [Tasks](#)
- [In-Progress Learning](#)
- [Detailed Training Record](#)
- [Continuing Education Status](#)
- [Profile Snapshot](#)
- [Plans](#)

Detailed Training Records

Showing first 10 out of 22 results

Title	Completion Status	Marked by	Created By	Created On	Version	Course ID	Credits	Actions
Armor Land Navigation - Topic 00 - Letter of Instructions	Successful On: 06/19/2015 Score: Undisclosed		kirk.w.daniel	06/19/2015	1.0	00060811		Actions
Armor Land Navigation - Topic 01 - Identify Terrain Features on a Military Map	Successful On: 06/22/2015 Score: Undisclosed		kirk.w.daniel	06/22/2015	1.0	00058547		Actions
Armor Land Navigation - Topic 02 - Identify Topographic Symbols on a Military Map	Successful On: 06/19/2015 Score: Undisclosed		kirk.w.daniel	06/19/2015	1.0	00058547		Actions
Armor Land Navigation - Topic 03 - Measure Distance on a Military Map	Successful On: 06/22/2015 Score: Undisclosed		kirk.w.daniel	06/19/2015	1.0	00058548		Actions

1 2 3 Next

[Print](#) | [Export](#) | [Modify Table](#)

Actions

- [View Content](#)
- [Print Certificate](#)

Step 2. Click the "Print Certificate" link



Access Learner's Detailed Training Record (DTR)



[Print](#)

Click the "Print" link, to access the "Print" options pop-up window for the Topic "Certificate of Completion"

Certificate of Completion

This is to certify that

Ann Learner

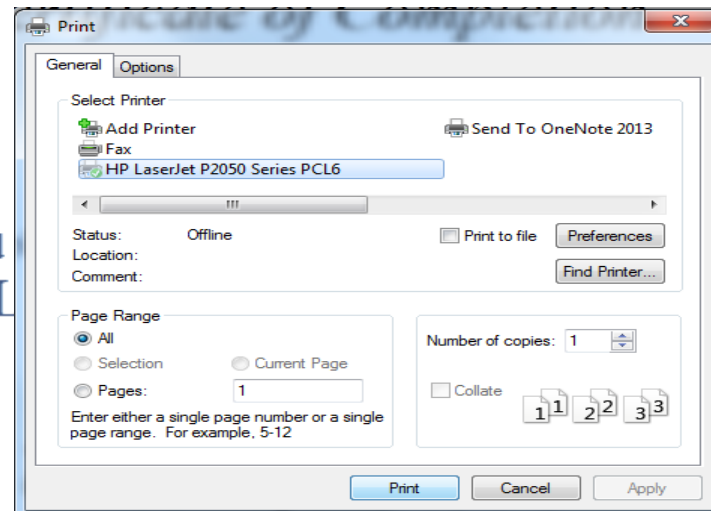
has successfully completed

Topic Template Title - CCFSPCC - I

Introduction

on 06/20/2015

earning
credits



Stanley C. Davis
Product Director
Distributed Learning System



Access Learner's Courses or Certifications



Access Learner's Courses or Certifications



Access Learner's Courses or Certifications



ALMS | Browse ▾ Enter keyword, ID or Description 🔍 | Proxy Settings | Preferences | Calendar | Log Out

TOM LEARNER

People
Learning
In-Progress Learning
Detailed Training Records
Courses or Certifications

Course/Phase/Certifications

Name(s) Advanced Search

Enter one or more names or full names separated by (;). First name is not required.
Example: Williams; Bob Smith; Jones, Sharon

Search Results Print | Export | Modify Table

Last Name	First Name	Username	Person Type	View Course/Phase/Certifications
Learner	Ann	ANN.LEARNER		View Course/Phase/Certifications

Step 1. Enter the name of the Learner, full name, or last, first name

Step 2. Click "Search". The ALMS will display the Search Results

Search Results

Step 3. Click the "View Course/Phase/Certifications" link to view the Learner's "Courses or Certifications"



Access Learner's Courses or Certifications



Courses or Certifications External Courses or Certifications

Show Required Courses or Certifications Only Name

[Configure](#) | [Save Search Query](#)

View Active

Profile Quicklinks

- Courses or Certifications
- Curricula
- Tasks
- In-Progress Learning
- Detailed Training Record

Actions

- View Courses or Certifications
- History
- View Progress for All Paths
- View Acquisition History
- Print Certificate

Courses or Certifications

Showing first 10 out of 18 results

Name	Version	Selected Path (% Complete)	Mastery	Revoked On Date	Acquired On Date	Actions
Sexual Harassment/Assault Response Prevention Training Course	FY14	<div style="width: 100%;"><div style="width: 100%;"></div></div> FY14 - 100% Completed	N/A			Actions
Combating Trafficking in Persons (CTIP) - General Awareness Refresher Training Course	A	<div style="width: 100%;"><div style="width: 100%;"></div></div>			03/30/2015	Actions
Human Resources Information System (HRIS) Course	final	<div style="width: 100%;"><div style="width: 100%;"></div></div>				Actions
Armor Land Navigation Course		<div style="width: 100%;"><div style="width: 100%;"></div></div>				Actions
Biometrics Collection Systems Course		<div style="width: 100%;"><div style="width: 100%;"></div></div>			06/30/2015	Actions
88K30 Watercraft Operator Phase I DL (TEST)		<div style="width: 100%;"><div style="width: 100%;"></div></div>			03/13/2015	Actions
USACBRNS Basic Biology Course		<div style="width: 100%;"><div style="width: 100%;"></div></div> Path 1 - 100% Completed	N/A	Acquired	Ricardo Worrell 05/06/2014	05/14/2014 Actions

Step 1. Hover over the completed Course or Certification "Actions" link

At the Learner's Courses or Certifications screen TCs will be able to view all Courses or Certifications assigned to the Learner

Step 2. In the "Actions" bubble, click the "Print Certificate" link



Access Learner's Courses or Certifications



[Print](#)

Click the "Print" link, to access the "Print" options pop-up box for the completed Course or Certification



DEPARTMENT OF THE ARMY CERTIFICATE OF TRAINING

This is to certify that

Ann Learner

has successfully completed

Certificate Title - Sexual Harassment/Assault Response I

GIVEN AT 11/19/2013

Stanley C. Davis
Product Director
Distributed Learning System

DA FORM 87, 1 OCT 78

Click the "Print" Button

General Options

Select Printer

- HP LaserJet 600 M601 M602 M603 PCL6 (...)
- Microsoft XPS Document Writer
- Send To OneNote 2013

Status: Ready Print to file

Location:

Comment:

Page Range

All Selection Current Page

Pages:

Enter either a single page number or a single page range. For example, 5-12

Number of copies:

Collate



Training Coordinator Reports



Access ALMS Training Coordinator Reports



Access Training Coordinator Reports



- People
- Learning
 - In-Progress Learning
 - Detailed Training Records
 - Courses or Certifications**
 - Curricula
 - Continuing Education
 - Learning Plans
- Assessments
- Reports
- Help

Courses or Certifications :

Courses or Certifications External Courses or Certifications

Show Required Courses or Certifications Only Name

[Configure](#) | [Save Search Query](#)

Courses or Certifications

[Grant Course or Certification](#) | [Add Course or Certification](#) | [Print](#) | [Export](#) | [Modify Table](#) 1 2 Next

Showing first 10 out of 10 results

Click the "Reports" link

Name	Version	Selected	Assigned On Date	Target Date	Expired On Date	Revoked On Date	Acquired On Date	Actions
Sexual Harassment/Assault Response Prevention Training Course	FY14	<div style="width: 100%; background-color: green; height: 10px;"></div> FY14 - 100% Completed	N/A	Acquired	11/18/2013		11/19/2013	Actions



Access Training Coordinator Reports



ALMS Browse ▾ Enter keyword, ID or Description 🔍 [Proxy Settings](#) | [Preferences](#) | [Calendar](#) | [Log Out](#)

TOM LEARNER

- People
- Learning
- Assessments
- Reports
- Reports**
- Help

Reports

Name Category Learners ▾

Report Template 🔍

[Configure](#) | [Save Search Query](#)

Reports

Click "Search"



Access Training Coordinator Reports



- People
- Learning
- Assessments
- Reports
- Reports
- Help

Reports

Name Category **Learners**

Report Template

[Configure](#) | [Save Search Query](#)

Reports [Print](#) | [Export](#) | [Modify Table](#)

Name	Report Template	Description	Engine Type	Actions
ALMS Consolidated Training Requirements By Org	ALMS Consolidated Training Requirements By Org	This report lists all personnel within the given Organization having any assigned certifications (roles) along with all the required component courses and their statuses, within the given domain.	Managed Report	Actions
ALMS Course Counter Report	ALMS Course Counter Report	The report will return details about the number of users required to take the selected course as part of their assigned certification.	Managed Report	Actions
ALMS Incomplete Training By Learner	ALMS Incomplete Training By Learner	This custom report by organization/location will list all incomplete training requirements for all assigned certifications (roles) in the given domain for all learners within the selected organization.	Managed Report	Actions
ALMS Learning Plan by Organization, Internal Learner	ALMS Learning Plan by Organization, Internal Learner	This report enables administrators to monitor the learning plan (learning offerings and tasks) associated with internal learners for a specified internal organization.	Managed Report	Actions
ALMS Offering Gap Report	ALMS Offering Gap Report	Provides an analysis of ILT offering gaps based upon the total of persons mapped to a given role who have not completed or registered for the required training that exceed the available open seats for the offerings at a given site.	Managed Report	Actions

Scroll to the bottom of the screen to locate the ALMS Training Requirements Report By Organization



Access Training Coordinator Reports



Browse ▾

Enter keyword, ID or Description 🔍



TOM LEARNER

[Proxy Settings](#) | [Preferences](#) | [Calendar](#) | [Log Out](#)

Locate the ALMS Training Requirements Report By Organization

on quired - y	ALMS Organization Roles Acquired - Summary	This report provides a statistical summary of the number of personnel in a given organization who have been assigned a GFEBs certification.	Managed Report	Actions
ALMS Training Requirements Report By Organization	ALMS Training Requirements Report By Organization	This report lists all personnel within the selected Organization (s), having any assigned certifications (roles) along with all of the component courses for each certification.	Managed Report	Actions
Lesson Template Dashboard for Admin by Organization	Lesson Template Dashboard for Admin by Organization	This report shows an administrator all completed lesson templates-related information about an organization's learners.	Managed Report	Actions



Access Training Coordinator Reports



ALMS Incomplete Training By Learner	ALMS Incomplete Training By Learner	This custom report by organization/location will list all incomplete training requirements for all assigned certifications (roles) in the given domain for all learners within the selected organization.	Managed Report	Actions
ALMS Offering Gap Report	ALMS Offering Gap Report	Provides an analysis of ILT offering... total given... com... requ... avail... offer...	Managed Report	Actions
ALMS Organization Roles Acquired - Summary	ALMS Organization Roles Acquired - Summary	This report provides a statistical summary of the number of personnel in a given organization who have been assigned a GFEBBS certification.	Managed Report	Actions
ALMS Training Requirements Report By Organization	ALMS Training Requirements Report By Organization	This report lists all personnel within the selected Organization (s), having any assigned certifications (roles) along with all of the component courses for each certification.	Managed Report	Actions
ALMS WAI Report	ALMS WAI Report	This is the WAI Report.	Managed Report	Actions
Certification Dashboard For Admin By Manager	Certification Dashboard For Admin By Manager	This report enables an administrator to see all certification-related information for a manager.	Managed Report	Actions
Curriculum Dashboard For Admin By Manager	Curriculum Dashboard For Admin By Manager	This report enables an administrator to see all curriculum-related information for a manager.	Managed Report	Actions

Step 1. Hover mouse cursor over the **"Actions"** link

Step 2. Click the **"Execute"** link

Actions

- [Email](#)
- [Execute](#)
- [Subscribe](#)

Report Parameters - ALMS Training Requirements Report By Organization

Domain*

Name
Sergeants Major Academy

Organization*

To display all the "Domains"
Click on the "Picker" icon

Click on the desired
Domain

Note: If a data entry field has a
"Magnify" icon, you can enter
at least (2) characters in the
field to narrow the search before
clicking on the Picker Icon.

The screenshot shows the ALMS web interface for generating a report. The header includes the ALMS logo, a search bar with the text 'Enter keyword, ID or Description', and the user name 'TOM LEARNER'. The main content area is titled 'Report Parameters - ALMS Training Requirements Report By Organization'. It features two dropdown menus: 'Domain*' with 'Sergeants Major Academy' selected, and 'Organization*' with 'wac' entered. A dropdown menu is open for 'Organization*', showing a list of unit identification codes (UIC) such as WAC4CD, WAC4DD, WAC4HD, WAC4LD, WAC4T0, WAC4TD, and WAC4TD. A 'Generate Report' button is visible below the dropdowns. Three callout boxes provide instructions: one points to the 'Picker' icon (a magnifying glass with a square) next to the 'Organization*' field, another points to the 'Magnify' icon (a magnifying glass) next to the 'wac' text, and a third points to the selected 'WAC4T0' option in the dropdown list.

Domain* Sergeants Major Academy

Organization* wac

Generate Report

Click on the "Picker" Icon to display all the Organizations

Note: If a data entry field has a "Magnify" icon, you can enter at least (2) characters in the field to narrow the search before clicking on the Picker Icon.

Click on the desired Unit Identification Code (UIC)/Organization



Access Training Coordinator Reports



The screenshot shows the ALMS web interface. At the top left is the ALMS logo. To its right is a search bar with a 'Browse' dropdown and the text 'Enter keyword, ID or Description'. Further right is a user profile icon for 'TOM LEARNER'. On the far right are links for 'Proxy Settings', 'Preferences', 'Calendar', and 'Log Out'. The main heading is 'Report Parameters - ALMS Training Requirements Report By Organization'. Below this are two input fields: 'Domain*' with the value 'Sergeants Major Academy' and 'Organization*' with the value 'WAC4T0'. Below the fields are two buttons: 'Generate Report' and 'Cancel'. Two yellow callout boxes are overlaid on the image. The first callout points to the 'Domain*' and 'Organization*' fields and contains the text 'Domain and Organization data entry fields populated'. The second callout points to the 'Generate Report' button and contains the text 'Click on "/>



Access Training Coordinator Reports



ALMS Training Requirements Report By Organization

This report lists all personnel within the Organization, WAC4T0, having any assigned courses or certifications (roles) along with all of the component courses for each course or certification within the domain, Sergeants Major Academy.

Organization: WAC4T0

AM.M.CABRERA Learner Name: Adam Cabrera

Course or Certification: STRUCTURED SELF-DEVELOPMENT - LEVEL 1 (1-250-C49-1 (DL)_)

Course or Certification Status: In progress

Topic Title	Completion Status
Structured Self-Development - Level 1 (SSDI) Module 02 Exam	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04 Exam	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 01	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 03	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04a	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 02	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 03 Exam	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 01 Exam	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 00 Letter of Instructions	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 05 Survey	INCOMPLETE

ADAM.PRESEAU Learner Name: Adam Preseau

Course or Certification: STRUCTURED SELF-DEVELOPMENT - LEVEL 1 (1-250-C49-1 (DL)_)

Course or Certification Status: Acquired Acquired On: 11/20/12

Topic Title	Completion Status
Structured Self-Development - Level 1 (SSDI) Module 03 Exam	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 03	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 00 Letter of Instructions	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 02 Exam	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 02	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04 Exam	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04a	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 05 Survey	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 01	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 01 Exam	COMPLETE

Course or Certification: STRUCTURED SELF-DEVELOPMENT - LEVEL 3 (1-250-C49-3 (DL)_)

Course or Certification Status: Acquired Acquired On: 6/9/13



Access Training Coordinator Reports



“Export” and “Print” icons. Click the “Export” icon to display the Export pop-up window. Choose a report format from the drop-down menu.

The screenshot shows the ALMS web application interface. At the top, there is a navigation bar with a 'Report' tab. Below it, a search filter is visible: 'within the Organization, WAC4T0, having any assigned courses or certifications' and 'Component courses for each course or certification within the domain, Sergeants Major'. The main content area displays a table of reports for a specific learner. The learner's name is 'STRUCTURED SELF-DEVELOPMENT - LEVEL 1 (1-250-C49-1 (DL))'. The table lists various course topics and their completion status. An 'Export' pop-up window is open in the bottom-left corner, showing a 'File Format' dropdown menu with options like 'Crystal Reports (RPT)', 'PDF', 'Microsoft Excel (97-2003)', etc. The 'PDF' option is currently selected.

Topic Title	Completion Status
Structured Self-Development - Level 1 (SSDI) Module 02 Exam	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04 Exam	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 01	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 03	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04a	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 02	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 03 Exam	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 01 Exam	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 00 Letter of Instructions	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 05 Survey	INCOMPLETE

Topic Title	Completion Status
Structured Self-Development - Level 1 (SSDI) Module 03 Exam	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 00 Letter of Instructions	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 02 Exam	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 02	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04 Exam	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04a	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 05 Survey	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 01	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 01 Exam	COMPLETE

Topic Title	Completion Status
Structured Self-Development - Level 3 (SSDIII) Module 02 Exam	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 00 LOI and Course Introduction	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 01 Exam	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 01	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 02	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 03	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 04 Exam	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 04	COMPLETE



Access Training Coordinator Reports



W37NAA


Export

File Format:
PDF

Page Range:
 All Pages
 Select Pages
 From: To:

Export

Click the "Export" Button. the selected format report will be available to view or save to a file location.



ALMS Training Requirements Report By Organization

This report lists all personnel within the Organization, WAC1TD, having any assigned courses or certifications (roles) along with all of the component courses for each course or certification within the domain, Sergeants Major Academy.

Organization: 1

Username: _____ **Learner Name:** _____

Course or Certification: STRUCTURED SELF-DEVELOPMENT - LEVEL 1 (1-250-C49-1 (DL)_)

Course or Certification Status: In progress

Topic Title	Completion Status
Structured Self-Development - Level 1 (SSDI) Module 02 Exam	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04 Exam	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 01	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 03	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04a	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 02	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 03 Exam	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 01 Exam	INCOMPLETE
Structured Self-Development - Level 1 (SSDI) Module 00 Letter of Instructions	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 05 Survey	INCOMPLETE

Username: J **Learner Name:** _____

Course or Certification: STRUCTURED SELF-DEVELOPMENT - LEVEL 1 (1-250-C49-1 (DL)_)

Course or Certification Status: Acquired Acquired On: 11/20/12

Topic Title	Completion Status
Structured Self-Development - Level 1 (SSDI) Module 03 Exam	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 03	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 00 Letter of Instructions	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 02 Exam	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 02	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04 Exam	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 04a	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 05 Survey	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 01	COMPLETE
Structured Self-Development - Level 1 (SSDI) Module 01 Exam	COMPLETE

Course or Certification: STRUCTURED SELF-DEVELOPMENT - LEVEL 3 (1-250-C49-3 (DL)_)

Course or Certification Status: Acquired Acquired On: 6/9/13

Topic Title	Completion Status
Structured Self-Development - Level 3 (SSDIII) Module 02 Exam	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 00 LOI and Course Introduction	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 01 Exam	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 01	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 02	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 03	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 04 Exam	COMPLETE
Structured Self-Development - Level 3 (SSDIII) Module 04	COMPLETE

4/14/2016
Page 1 of 57
1



Summary



⊕ We covered the following:

- Searching for People
- Accessing a Learner's assigned In-Progress Learning
- Accessing Learner's completed training using the Detailed Training Record (DTR)
- Accessing Learner's Courses or Certifications
- Obtaining ALMS Training Coordinator Reports



Army Training Help Desk Contact Information



**To get help, contact the Army Training Help
Desk at:**

<https://athd-crm.csd.disa.mil>

or

1-877-251-0730, option 1

Note: To open the link:
right click the link to display the drop-down menu, then select “Open
Hyperlink”.